

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, DC 20202-2741

POLICY DIRECTIVE

RSA-PD-99-02

RSM-0501

DATE: 12/10/98

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)
STATEWIDE INDEPENDENT LIVING COUNCILS
CENTERS FOR INDEPENDENT LIVING
CLIENT ASSISTANCE PROGRAMS
RSA SENIOR MANAGEMENT TEAM

SUBJECT: Section 704 Annual Performance Report

POLICY

STATEMENT: This transmits the Section (§)704 Annual Performance Report consisting of two parts and instructions for the completion and submittal of the Reports for the State Independent Living Services (SILS), and Centers for Independent Living (CIL) programs. OMB approval number for this report form is 1820-0606.

The purpose of this report is to:

- o Serve as a performance measuring instrument of independent living (IL) programs, both quantitatively and qualitatively;
- o Determine the training and technical assistance needs of Statewide Independent Living Councils (SILCs) and Centers for Independent Living (CILs) as required by section 721(b)(3) of the Act;
- o Determine CIL compliance with the standards, assurances, and indicators of compliance with the standards in section 725 of the Act and 34 CFR Part 366;
- o Collect information necessary for issuance of continuation awards for qualified CILs funded under the CIL program;
- o Collect the data required by sections 13, 706, 721, and 725 of the Rehabilitation Act of 1973, as amended (Act) for the State

- Independent Living Services (SILS) program and the Centers for Independent Living (CIL) programs;
- o Serve as the basis for on-site reviews of the Chapter 1, Title VII of the Act program grantees; and
- o Obtain a report from Statewide Independent Living Councils and Designated State Units regarding their activities in the State plan for independent living development, administration, monitoring, and evaluation, including an assessment of consumer satisfaction with the IL programs in the States.

Several significant changes have been made in the Report from the prior version. These changes include: 1. Numerous small wording changes designed to increase the readability of the form; 2. Additions: a question to measure how many individuals were assisted in leaving nursing homes and other institutions, a question to measure how many individuals received services that prevented them having to move into a nursing home or other institution, a consumer satisfaction reporting requirement, a requirement for CILs to report how many individuals received services, by county; 3. Deletions: reporting the length of time a consumer service record is open, reporting consumer living arrangements, and the question related to funding sources for personal assistance. 4. There are two OMB approved versions of the 704 Report, Part II, one with Statutory and regulatory citations and another without citations. The version without citations was created in response to requests from several CILs.

CITATIONS

IN LAW: Title VII of the Rehabilitation Act of 1973, as amended, Sections 13, 704(m)(4)(D), 705(c)(5), 706(d), 722, 723, 725(c)(8), and 725(c)(13)

CITATIONS IN

REGULATIONS: 34 CFR Parts 364, 365, and 366

EFFECTIVE

DATE: Upon Issuance

EXPIRATION

DATE: November 30, 1999

INQUIRIES: RSA Regional Commissioners

Fred Schroeder (signed)

Frederic K. Schroeder, Ph.D.

Commissioner

Rehabilitation Services Administration

UNITED STATES DEPARTMENT OF EDUCATION

Office of Special Education and Rehabilitative Services

REHABILITATION SERVICES ADMINISTRATION

SECTION 704 PERFORMANCE REPORT

INDEPENDENT LIVING PROGRAMS

CHAPTER 1

TITLE VII

PART I

Instructions and Pre-Print

With Citations

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0606. The time required to complete this information collection is estimated to average 38 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Merri Pearson, Independent Living Program, Independent Living Branch, U.S. Department of Education, MES Bldg., Room 3316, 330 C St. S.W., Washington, D.C. 20202-2741

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OMB Number: 1820-0606

Expiration Date: November 30, 1999

**UNITED STATES DEPARTMENT OF EDUCATION
Office of Special Education and Rehabilitative Services
Rehabilitation Services Administration
Washington, DC 20202-2741**

INSTRUCTIONS

for

COMPLETION and SUBMISSION

of the

SECTION I 704 ANNUAL PERFORMANCE REPORT

PURPOSE OF THE REPORT

The purpose of this report is to:

- (A) Serve as a performance activity measuring instrument of independent living (IL) programs including both quantitative and qualitative information;
- (B) Determine the training and technical assistance needs of Centers for Independent Living (CILs) as required by section 721(b)(3) of the Rehabilitation Act of 1973, as amended (Act);
- (C) Determine CIL compliance with the standards, assurances, and indicators of compliance with the standards in Section 725 of the Act and 34 of the Code of Federal Regulations (CFR) Part 366;
- (D) Collect information necessary for issuance of continuation awards for qualified CILs funded under the CIL program;
- (E) Collect the data required by Section 13, 706, 721, and 725 of the Act for the State Independent Living Services (SILS) and the Centers for Independent Living (CIL) programs;
- (F) Serve as the basis for on-site reviews of the Chapter 1, Title VII of the Act grantees; and
- (G) Obtain a report on SILC and DSU activities.

The report is structured to:

- (A) Establish a uniform reporting system to compile an accurate national report on independent living;
- (B) Enable each State to have information on **all** funds expended for IL in the State for what the funds paid, who was served, what services were provided, and for RSA to be able to compare State and CIL performance with other States and other CILs.

(Authority Section 13, 704(m)(4)(D); 705(c)(5); 706(d); 721, 722, 723, 725(c)(8); 725(c)(13) of the Act; 34 CFR Parts 364, 365, and 366)

Each State receiving funds under Part B or part C of Chapter 1 of Title VII of the Act must complete the Part I report. A list of RSA regional and central office contacts, addresses, telephone numbers, and electronic mail addresses, is included at the end of these instructions.

GLOSSARY OF TERMS

Act	The Rehabilitation Act of 1973, as amended.
CIL	A “Center for Independent Living” meeting the definition in Section 702 of the Act, and the standards in Section 725 of the Act.
CIL Program	The “Centers for Independent Living program” funded under part C, Chapter 1 (Ch. 1) of Title VII of the Act (part C).
Consumer	Any individual with a significant disability who is eligible for IL services under 34 CFR 364.40(a) and is currently receiving or has been provided with any IL service(s) under the program, other than information and referral.
Core Services	IL services defined in Section 7(29) of the act; including: information and referral; IL skills training; peer counseling (including cross-disability peer counseling); and, individual and systems advocacy.
CSR	A “Consumer Service Record” maintained for an eligible consumer receiving IL services and meeting the requirements of 34 CFR 364.53. Where IL services are provided to the parent or guardian of a consumer, the CSR is established for the consumer and the services provided are reflected in that CSR.
DSU	The “Designated State Unit, or Units” identified under Section 101(a)(1) of the Act, to jointly with the Statewide Independent Living Council (SILC) develop and sign the State plan for Ch. 1 of Title VII under Section 704 of the Act. The term includes a State agency solely designated under State law to provide IL services to individuals who are blind. In such State, the State agency for the blind may administer the provisions in the attachments to the State plan providing for services to individuals who are blind. In a “723” State”, the DSU receiving, accounting for, and disbursing the funds for the CIL program is always the general agency.
Earmarked Funds	Funds appropriated by the State and expressly or clearly identified as State expenditures in the relevant fiscal year for the sole purpose of funding the general operation of CILs meeting the requirements of Sections 702 and 725 of the Act.
Section 722 State	A State where RSA issues grants under Part C directly to eligible agencies (CILs).
Section 723 State	A State where the DSU issues grants or assistance contracts under part C to eligible entities for the planning, establishment, and operation of CILs.
IL	“Independent Living”

ILP	An “Independent Living Plan” for the provision of IL services mutually agreed upon by an appropriate staff member of a service provider and an individual with significant disabilities.
Minority	Alaskan Natives, American Indians, Asian Americans, Black (African Groups) Americans, Hispanic Americans, Native Hawaiians, and Pacific Islanders.
Reporting Year	The most recent Federal fiscal project year completed - October 1 to September 30.
RSA	The “Rehabilitation Services Administration” in the United States Department of Education, Office of Special Education and Rehabilitative Services.
Service Provider	<ul style="list-style-type: none"> (i) A DSU that directly provides IL services to consumers; or (ii) A CIL; or (iii) An entity that: <ul style="list-style-type: none"> (A) provides IL services under a grant or contract; and (B) is delegated responsibility for the determination of eligibility for IL services.
SILC	The “Statewide Independent Living Council” established in each State as required by Sections 704 and 705 of the Act.
SILS	The “State Independent Living Services program” funded under part B, Chapter 1 of Title VII of the Act.
SPIL	The “State Plan for Independent Living” which governs and provides the context for State IL Services and Centers for Independent Living programs and describes the services to be provided under the IL Services for Older Individuals Who Are Blind program.
STATE	Wherever the term “State” is used, it refers to the State in its sovereign sense. For purposes of Title VII, the DSU(s) and the SILC jointly represent the State, except where otherwise noted.

CONTENTS OF THE REPORT

The annual 704 report consists of two parts. Part I contains the reports of the SILC's and DSU's activities for the reporting year. It also contains data from consumer service records where those records are maintained outside of a CIL reporting in Part II. Part II contains a CIL's self-evaluation of compliance with the requirements of Section 725 of the Act, a comparison of the CIL's activities during the reporting year with its work plan for that year, and data from consumer service records maintained by the CIL. It also contains the CIL's work plan and any necessary budget amendments for the next fiscal year.

704 REPORT, PART I contains:

- (A) Subpart IAI - Administrative Data: Subpart IAI provides information on resources, including part B, Chapter 1 of Title VII of the Act (part B), other Federal, State, and other funds received by the DSU during the reporting year;
- (B) Subpart IAI - Allocation of part B funds: This subpart provides information on the amounts of part B funds obligated during the reporting year for the allowable purposes defined in the State Plan for Independent Living (SPIL) approved for the reporting year;
- (C) Subpart IAIII - Provision of Services: Requires that the State provide the information in Subparts IB and IC for IL service providers other than CILs reporting in Part II;
- (D) Subpart IB - Demographics on Individuals with Significant Disabilities Receiving Services: Provides information from CSRs controlled by the State (not maintained in a CILs and reported in Part II reports) on the numbers and types of individuals with significant disabilities receiving IL services either directly from the DSU or through grants, contracts, or other agreements with the State;
- (E) Subpart IC - Types and Amounts of Services Provided: A report of community (Subpart ICI) and individual (Subpart ICII) IL services provided either directly by the DSU or through State grants or contracts. Information on individual services is reported only **from CSRs controlled by the State** (and not maintained in a CIL required to report this information in a 704 Part II report);
- (F) Subpart ID - Report of the SILC's Activities (including the SILC survey of its technical assistance and training needs for next fiscal year);
- (G) Subpart IE - DSU Activities: A report on activities of the DSU(s); and
- (H) Subpart IF - Narrative and Comparison with Prior Year Activities: This subpart provides additional information, jointly developed by both the DSU and the SILC, of significant activities not reported in other subparts, program accomplishments, goal achievements, difficulties encountered, and a comparison with prior years.

WHO MUST COMPLETE PART I?

- (A) Each DSU and SILC will jointly complete Part I. However, the SILC must be given the freedom by the DSU to independently prepare its portions of the 704 report and the DSU must be given the freedom by the SILC to independently prepare the portions of the 704 for which the DSU is responsible. Subpart F is designed to be a cooperative venture of all parties (DSU(s) and SILC) preparing the 704 report, Part I. In this manner, a complete report of activities that is jointly developed and shared within the State is assured.
- (B) Only a single Part I report, with data aggregated from the State's reporting entities will be accepted by RSA.
- (C) Subparts IB and ICII. These subparts report information from CSRs. The DSU reports in Part I only information from CSRs maintained by a service provider other than a CIL reporting in Part II.

WHERE MUST THE 704, PART I REPORT BE SUBMITTED?

Section 722 State:

- (A) The DSU and the SILC will jointly submit Part I to RSA Regional Offices.
- (B) CILs funded solely with part B or State funds will submit their Part II reports to the DSU and the SILC. The DSU will then transmit the CIL reports (other than those from CILs receiving part C funds) to RSA with their Part I report.

Section 723 State:

All CILs will file their Part II reports with the DSU and the SILC. The State will aggregate the data and summarize other information in the Part II reports with their Part I report and attach the incoming reports from the CILs for reference, including the State's Technical Assistance and Training Needs Survey. The aggregate Part I report will be forwarded to RSA (one copy to the regional office, and one copy to RSA central office).

WHEN MUST THE REPORT BE SUBMITTED TO RSA?

704 Part I: Part I is due to RSA regional offices by February 12, 1999, except as noted*.

Section 722 States:

Part II reports from part C funded CILs are due to RSA regional offices by February 12, 1999.

Section 723 States:

The information from the Part II reports is included in the aggregate Part I report, which is due to RSA regional offices by *February 26, 1999.

RECORD RETENTION

The information provided in this report by Federal grantees is subject to confirmation at an on-site compliance review; therefore, financial records, statistical records, and all supporting documents and other records pertinent to the grant award, adequate to document the accuracy of the information and statements in the 704 Annual Performance Report, must be kept for five years (Authority: 34 CFR 74.53).

INSTRUCTIONS for COMPLETING the 704 ANNUAL PERFORMANCE REPORT
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SOURCES AND AMOUNTS OF RESOURCES (Part I, Subpart IA)

- (A) Section IAI - Report on the Amounts of Expended Resources: This section indicates the amount of resources received by the State or CIL from each of the sources indicated during the reporting year.
- (B) Section IAI - Grants, Contracts, or other Arrangements for Part B funds.
- (1) Name of the grantee or contractor.
 - (2) Use for funds. Enter the identifier from Section IAI. For example, II(d) would signify a grant to a CIL for the general operation of the CIL.
- (C) Section IAIII - Staffing
- (1) The term “FTE” means one person working full-time for one year. Part time employees and employees who worked for any fraction of the year are counted as a fraction of an FTE to the nearest tenth. To compute FTE, determine the number of hours (excluding overtime) for which all employees were actually paid during the last six months of the reporting year. Multiply the hours worked by “2” (two), divide by 2080 (approximate number of hours worked by a FTE), the subsequent total is the equivalent fraction of the FTE. Please do not include contract staff in this count.
 - (2) Categories of positions are:
 - (I) Decisionmaking - e.g., executive director, supervisors, and any other policy position as determined by the CIL or other entity;
 - (II) Staff - e.g., counselors, teachers, trainers, and other non-contract employees.

**NUMBERS and TYPES of INDIVIDUALS with SIGNIFICANT DISABILITIES
RECEIVING SERVICES either DIRECTLY from the DSU**

or

THROUGH GRANTS or CONTRACTS (Subpart IB)

- I** Active Consumer Service Records This is a count of individuals who were determined eligible for IL services during any part of the year, and for whom a CSR was initiated.
- (A) Enter the number of active CSRs carried over from September 30 of the preceding year;
- (B) Enter the number of new CSRs initiated during the year; and
- (C) Enter the total number of consumers served during the year.
- II** Inactive Consumers at Year End This is a count of consumer records that have been purged from the active CSR file because the individual has moved, stated that he or she had no further interest in the program, died, achieved all goals set, or for any other reason is no longer an active consumer of the CIL.
- III** Active Consumers at Year End This is a count of the total number of consumers remaining active on September 30 of the reporting year.

For the remaining sections of this subpart, RSA intends that the demographic information include all consumers served during the year.

- IV** Consumer Achievements Report the total number of goals set by consumers and the number of goals achieved by consumers during the reporting year (goals may be set in one year and met in a following year). Please classify goals in the following categories:
- (A) Self-Care - Goals to improve/maintain a consumer's autonomy with respect to activities of daily living such as personal grooming and cleaning, toileting, meal preparation, shopping, eating, etc.
- (B) Communication - Goals involving either improvement in the consumer's ability to understand and acknowledge communication by others (receptive skills), or improvement in one's ability to communicate one's thoughts to others (expressive skills).
- (C) Mobility - Goals to improve a consumer's access to their life space, environment, and community. This may occur by improving the individual's own ability to move or transport themselves, or by others.
- (D) Residential - Goals that provide for a change in living situations with increased autonomy for the consumer. This may include

movement from a nursing home or other institution to another more independent residential situation.

- (E) Educational - Goals of an academic or training nature that are expected to improve the consumer's basic knowledge or increase their ability to perform certain skills deemed to increase their independence consistent with IL philosophy.
- (F) Vocational - IL goals related to obtaining, maintaining, or advancing in employment.
- (G) Other - IL goals not included in the above categories.

IV Age - Enter the number of consumers in each age category at the end of the reporting years. For CSRs put in inactive status during the year, use the consumer's age reached during the reporting year.

V Gender - Enter the number of males and females served during the fiscal year.

VI Race/Ethnicity - Enter a count of individuals by race or ethnicity. Information should be solicited on a voluntary basis. If unavailable, consumers should be included in the group to which they appear to belong. If unknown, do not enter a count. For persons who are of mixed racial origin, use the category which reflects the individual's choice. The racial categories are:

- (A) White - (non-Hispanic) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- (B) Black (non-Hispanic) - A person having origins in any of the black peoples of Africa.
- (C) American Indian or Alaskan Native (including Native Hawaiians) - A person having origins in any of the original peoples of North America or Hawaii, and who maintains cultural identification through affiliation or community identification.
- (D) Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, and Samoa.
- (E) Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.

VII Disability -

Enter a count of individuals with a significant cognitive, mental, physical, vision, hearing, or multiple disability.

VIII Community-Based Living -

- (A) Indicate the number of consumers who have received IL services in the reporting year who successfully relocated from nursing homes or other institutions to community-based living arrangements. Community-based living arrangements

include privately owned housing, apartments, self-directed assisted living, or self-directed with family/friends.

- (B) Indicate the number of consumers for whom IL services prevented the necessity of entering nursing homes or other institutions. These individuals were therefore continued living in a community-based living arrangements.

TYPES of SERVICES PROVIDED and NUMBER of INDIVIDUALS RECEIVING SERVICES either DIRECTLY by the DSU

or

THROUGH GRANTS, CONTRACTS, or OTHER ARRANGEMENTS (Subpart IC)

- I** Community Services - A “yes” or “no” response is required. Reporting entities are encouraged but not required to report the number of hours of community service provided. The intent is to obtain a count of the types and hours of all services being provided. Please round to the nearest whole hour. Even incomplete data has proven impressive in reflecting degree of effort in creating/advocating for community improvements and services to groups.
- (A) Information and Referral -- this is a service that does not necessarily entail the creation of a CSR and may include such things as group presentations or telephone referrals.
- (B) Community and Systems Advocacy -- this includes efforts to develop and implement local policy and legislation changes to make facilities, services, and opportunities available and accessible to individuals with disabilities.
- (C) Outreach Efforts -- this entails the location of and provision of services to individuals with significant disabilities in the community.
- (D) Publications -- these may include accessibility guides, disability awareness brochures, ADA information, etc..
- (E) Community Education -- activities and information programs to enhance the community’s awareness of disabilities and disability issues, e.g. local TV, radio, or newspaper campaigns.
- (F) Maintaining Registries -- includes activities related to creating and maintaining directories for personal assistants, recreation opportunities, accessible transportation, accessible housing, and other support services.
- (G) Other -- activities that do not fit in any of the above.
- II** Individual Services - The number of consumers receiving each of the following services offered during the reporting year. This number is not expected to equal the number of consumers served, as a single individual may receive a number of different services

during the reporting year. Individual IL services include, but are not limited to the following areas:

- (A) Advocacy/Legal Services -- assistance and/or representation in obtaining access to those benefits, services and programs to which a consumer may be entitled.
- (B) Assistive Devices/Equipment -- provision of specialized devices and equipment such as TDDs, wheelchairs and lifts, or the provision of assistance to obtain these devices and equipment from other sources.
- (C) Children's Services -- the provision of IL services to individuals with significant disabilities under the age of six.
- (D) Communication Services -- services directed to enable consumers to better communicate such as: interpreter services; training in communication equipment use; Braille instruction; and reading services.
- (E) Counseling Services -- these include psychological, psychotherapeutic, and related services.
- (F) Family Services -- these are provided to the family members of an individual with significant disabilities when necessary for improving the individual's ability to live and function more independently, or their ability to engage or continue in employment. Such services may include respite care. CILs should record the service in the consumer's CSR on behalf of whom services were provided to the family.
- (G) Housing or Shelter Services -- these are related to securing housing or shelter, adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by individuals with significant disabilities). A CIL shall not provide nor manage housing or shelter as an IL service on either a temporary or long term basis unless the housing or shelter is incidental to the overall operation of the CIL and is provided to any one individual for a period not to exceed eight weeks during any six-month period.
- (H) IL Skills Training and Life Skills Services and Training --these may include instruction to develop independent living skills in areas such as personal care, coping, financial management, social skills, and household management. This may also include education and training necessary for living in the community and participating in community activities.
- (I) Information and Referral Services -- individual services provided to a consumer. Some CILs record this service using strokes on an answering pad when answering a telephone call, others create a CSR or other such files for future contact and outreach.
- (J) Mental Restoration -- psychiatric restoration services including maintenance on psychotropic medication, psychological services, and treatment management for substance abuse.
- (K) Mobility Training -- a variety of services involving assisting consumers to get around their homes and communities.

- (L) Peer Counseling -- counseling, teaching, information sharing, and similar kinds of contact provided to consumers by peers (other people with disabilities).
- (M) Personal Assistance Services -- these include attendant care and the training of such personnel providing these services.
- (N) Physical Restoration -- restoration services including medical services; therapeutic treatments, such as physical therapy, occupational therapy, speech, language, and hearing therapy; health maintenance; eyeglasses and visual services; and prosthetic, orthotic and other assistive appliances and devices.
- (O) Preventative Services -- these are intended to prevent additional disabilities, or to prevent an increase in the severity of an existing disability.
- (P) Prosthesis and other Appliances (See Rehab technology)
- (Q) Recreational Services -- provision or identification of opportunities for the involvement of consumers in meaningful leisure time activities. These may include such things as participation in community affairs and other recreation activities that may be competitive, active or quiet.
- (R) Rehabilitation Technology -- assistance to obtain through other sources or provision of the systematic application of technologies, engineering methodologies, or scientific principles to address the barriers confronted by individuals with significant disabilities with respect to education, rehabilitation, employment, transportation, IL and/or recreation.
- (S) Therapeutic Treatment -- services provided by registered occupational, physical, recreational, or speech therapists.
- (T) Transportation -- provision of or arrangements for transportation.
- (U) Youth Services -- these are provided to youth with significant disabilities, ages 6-17, and may include training to develop skills specifically designed for youths to promote self-awareness and esteem, develop advocacy and personal power skills, and the exploration of career options.
- (V) Vocational Services -- any of the services defined in Section 103 of the Act.
- (W) Other -- any IL service not listed above.

ATTACHMENTS

In preparing the various attachments, please insure that the State's name and report year appear at the top of each page.

Attachment I-A Grants and Contracts:

This attachment identifies where eligibility for services is determined and where the CSR is maintained; for other grants and contracts, the attachment describes the objectives, activities, and results achieved. Address exemplary or innovative practices that are considered useful or worthy of replication in Subpart IF.

Attachment I-D(a) SILC Activities: This attachment contains:

1. A summary of activities of the SILC (including AND NOT LIMITED TO collaboration efforts for communication, coordination, and cooperation with the CILs, DSU(s) and other agencies and groups);
2. A report on solutions to the problems encountered (address exemplary activities or major problems not included in Subpart IF);
3. A report on the development and implementation of the design for the CIL network;
4. A report on SILC's activities related to monitoring and evaluating the implementation of the SPIL;
5. A report on consumer satisfaction with Chapter 1 services and programs consistent with Section 16 of the SPIL; and,
6. Descriptions of the composition and placement of the SILC

Attachment I-D(b) Training and Technical Assistance Needs:

This attachment describes the SILC's training and technical assistance needs for the next fiscal year. It may also contain TA and training needs for CILs in the State, identified by the SILC in its evaluation and monitoring activities. Please be specific rather than general and, where appropriate, put needs in priority order.

Attachment I-E DSU Activities:

This attachment contains a summary of DSU activities (including AND NOT LIMITED TO collaboration efforts for communication, coordination, and cooperation with the CILs, SILC and other agencies and groups), results of DSU evaluations, joint evaluation

activities with the SILC, monitoring activities, and, in 723 States, the results of periodic and on-site reviews of at least 15% of the part C CILs in the State.

Attachment I-F DSU and SILC Narrative:

This attachment contains a narrative with additional information, significant activities, exemplary practices, program accomplishments, goal achievements, difficulties experienced and how they were addressed, and how these compare with the immediately preceding year. Please do not report information in this subpart that is included in another attachment.

RSA REGIONAL OFFICE DIRECTORY

REGION I

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REPORTING INSTRUMENT

**UNITED STATES DEPARTMENT of EDUCATION
Office of Special Education and Rehabilitative Services
REHABILITATION SERVICES ADMINISTRATION**

**ANNUAL PERFORMANCE REPORT
for
STATE INDEPENDENT LIVING SERVICES PROGRAMS
“PART I”**

The Centers for Independent Living Program
Chapter 1, Title VII of the Rehabilitation Act, as Amended

FISCAL YEAR 1998

With Citations

STATE_____ **GRANT #**_____

COUNTIES SERVED_____

STATE_____ **Report YR**_____

SUBPART I A - ADMINISTRATIVE DATA
(704(m)(4)(D) of the Act; 34 CFR Parts 74 and 75)

I - Resources

(A) Federal Funds

(1)	Ch. 1, part B, Title VII	\$ _____
(2)	Ch. 1, part C, Title VII (723 States)	\$ _____
(3)	Ch. 2, Title VII	\$ _____
(4)	Other Federal Funds	\$ _____

(B) Other Government Funds

(5)	State Government funds	\$ _____
(6)	Local Government funds	\$ _____

(C) Private Resources

(7)	Foundation, corporation, or trust grants	\$ _____
(8)	Donations from Individuals	\$ _____
(9)	Memberships	\$ _____
(10)	Investment Income/Endowment	\$ _____
(11)	Fees for Service (program income)	\$ _____
(12)	Other resources (in-kind items, etc.)	\$ _____

(D) Total Resources (sum of lines 1 - 12) \$ _____

(E) Amount of total resources that “pass through” to
Consumers, e.g., personal assistance service funds \$ _____

(F) Net operating resources
(Line ‘D’ minus line ‘E’) \$ _____

II - Allocation of Funds Part B, Ch. 1 Funds (from SPIL developed under 704, 713 of the Act; 34 CFR 365.20)

PURPOSE	\$	Direct by DSU		Grant or Contract	
(a) Fund the resource plan for the SILC	\$	Yes	No	Yes	No
(b) Provide IL services directly through grant or contract	\$	Yes	No	Yes	No
(c) Demonstrate ways to expand IL services	\$	Yes	No	Yes	No
(d) Support the general operation of CILs	\$	Not Applicable		Yes	No
(e) Support activities to increase capacity to develop approaches or systems for providing IL services	\$	Yes	No	Yes	No
(f) Conduct studies and analysis, gather information, develop model policies, and present information in order to enhance IL services	\$	Yes	No	Yes	No
(g) Train regarding IL philosophy	\$	Yes	No	Yes	No
(h) Provide outreach to unserved or under served populations, including minority groups and urban and rural populations	\$	Yes	No	Yes	No

III - Provision of Services (704(e) of the Act; 34 CFR 365.20.21)

- (A) If the DSU provides community IL services using part B funds, directly or through grant or contract to a service provider ***other than a CIL reporting in 704 Part II****, complete Subpart IC(I) of this part.
- (B) If the DSU directly provides IL services to individuals with significant disabilities; directly determines eligibility for such individuals; and the CSRs for those individuals are maintained ***outside a CIL reporting in 704 Part II,**** enter information on such individuals in Subpart IB of this part and complete Subpart IC(II) of this part.

****Basically, RSA does not want you to report to us information that we will already receive from CILs submitting the Part II report - this will help us to avoid redundancy of information collected.***

IV - Grants, Contracts, or other Arrangements for Use of Part B Funds (704(f), 713 of the Act; 34 CFR 365.23)

(a) Grantee/Contractor	Use of Funds (table IA-II)	Part B Ch. 1 Funds	Other Federal Funds	Non Fed Sources
(1)		\$	\$	\$
(2)		\$	\$	\$
(3)		\$	\$	\$
(4)		\$	\$	\$
(5)		\$	\$	\$
<u>Total Amount of Grants and Contracts</u>	*****	\$	\$	\$

Attachment I - A (34 CFR 364.43(e)): (*If all grants/contracts for services are for the general operation of CILs, skip this section)

(A) If the purpose of any grant or contract is to provide IL services to individuals:

(1) Who determines eligibility for these individuals?

(2) Where is the CSR for each individual maintained?

(B) For grants or contracts for purposes other than services, please provide a brief narrative description of the objectives to be achieved by each agreement, what activities were conducted during the year; and what results were achieved.

V - Staffing (21, 701, 704(m) (2) of the Act; 34 CFR 364.35, 34 CFR 364.36)

Report the total number of FTE employed in the SILS and CIL programs administered by the DSU(s) and by service providers other than CILs reporting in 704 Part II reports submitted to RSA. Report the total decision making and other staff, the number of FTE filled by individuals with disabilities, and the number of minority FTE who are employed.

SILS/CIL Program	Total FTE	Persons with Disabilities	Number of Persons who are Minority
(a) Decision making Staff			
(b) Other Staff			

SUBPART IB: NUMBERS AND TYPES OF INDIVIDUALS WITH SIGNIFICANT DISABILITIES RECEIVING SERVICES EITHER DIRECTLY FROM THE DSU OR THROUGH GRANTS OR CONTRACTS (Section 13, 704(m)(4)(b)(d) of the Act; 34 CFR 364.53)

I - Consumers served during the reporting year:

- | | | |
|-----|---|-------|
| (A) | CSRs carried from previous year | _____ |
| (B) | CSRs started since Oct. 1 of the reporting year | _____ |
| (C) | Total consumers served | _____ |

II - Consumers inactive on September 30th of the reporting year

- | | | |
|-----|---------------------------------|-------|
| (A) | Moved | _____ |
| (B) | Withdrew | _____ |
| (C) | Died | _____ |
| (D) | Inactive because goals were met | _____ |
| (E) | Other | _____ |
| (F) | Total | _____ |

III - Consumers (CSRs) active on September 30th of the reporting year
[line 'I-c' minus line 'I-f']

IV - Consumer Achievements (725(c)(14) of the Act; CFR 364.43)

- | | | |
|-----|--|-------|
| (A) | Number of individuals declining offer to develop ILP | _____ |
| (B) | Number of individuals with whom an ILP was developed | _____ |

V - Consumer Goals and Objectives Established and Achieved:

	Goals Set	Goals Met
(A) Self-care	_____	_____
(B) Communication	_____	_____
(C) Mobility	_____	_____
(D) Residential	_____	_____
(E) Educational	_____	_____
(F) Vocational	_____	_____
(G) Other	_____	_____

VI - Age Information

- (A) Under 6 _____
- (B) 6 - 17 _____
- (C) 18 - 22 _____
- (D) 23 - 54 _____
- (E) 55 & Over _____

VII - Gender

- (A) Female _____
- (B) Male _____

VIII - Race/ethnicity

- (A) White (non-Hispanic) _____
- (B) Black (non-Hispanic) _____
- (C) American Indian or Alaskan Native (including Native Hawaiian) _____
- (D) Asian or Pacific Islander _____
- (E) Hispanic _____

IX - Disability

- (A) Cognitive _____
- (B) Mental/Emotional _____
- (C) Physical _____
- (E) Hearing _____
- (F) Vision _____
- (G) Multiple Disability _____

X - Community-Based Living

- (A) Individuals successfully relocated from nursing homes or other institutions to community-based living arrangements _____
- (B) Individuals for whom IL services prevented the necessity of entering nursing homes or other institutions and therefore continued living in a community-based living arrangements _____

SUBPART IC: TYPES OF SERVICES PROVIDED AND THE NUMBER OF INDIVIDUALS WITH SIGNIFICANT DISABILITIES RECEIVING SERVICES EITHER DIRECTLY BY THE DSU(s) OR THROUGH GRANTS, CONTRACTS, OR OTHER ARRANGEMENTS
(704(m)(4)(D), 725 (c)(8)(C) of the Act; 34 CFR 364.43, 366.50(i)(3))

I - Community Services (this section is optional)

	Total Hours
(A) Information and Referral	_____
(B) Community and Systems Advocacy	_____
(C) Outreach	_____
(D) Publications	_____
(E) Community Education	_____
(F) Maintaining Registries	_____
(G) Other	_____
(H) Total	_____

II - Individuals Services

	Number of Individuals
(A) Advocacy	_____
(B) Legal	_____
(C) Children's	_____
(D) Communication	_____
(E) Counseling and Related	_____
(F) Family	_____
(G) Housing, Home Modifications, and Shelter (e.g. moving people out of nursing homes/institutions into integrated housing)	_____
(H) Information and Referral	_____
(I) IL Skills Training and Life Skills Training	_____
(J) Mental Restoration	_____
(K) Mobility Training	_____
(L) Peer Counseling (including Cross-disability Peer Counseling)	_____
(M) Personal Assistance Services	_____
(N) Physical Rehabilitation	_____
(O) Preventative Services	_____
(P) Prostheses and other	_____
(Q) Recreational	_____
(R) Rehabilitation Technology	_____
(S) Therapeutic Treatment	_____
(T) Transportation	_____
(U) Youth	_____
(V) Vocational	_____
(W) Other	_____

SUBPART ID: STATEWIDE INDEPENDENT LIVING COUNCIL (SILC) REPORT
(705(c)(5) of the Act; 34 CFR 364.21(g))

ATTACHMENT I - D(a) - Please address the following, as appropriate:

I. General Activities. Please provide a summary of activities the SILC has been involved in during the reporting year such as:

- (A) Major accomplishments and problems encountered and how they were addressed;
- (B) Relations with the DSU(s), activities, successes, problems, solutions;
- (C) Allocation of resources and development of the State plan;
- (D) Other information that the SILC believes would be helpful or informative to RSA, the Congress, and other CILs and State agencies.

Please be brief and concise, but complete, in your response

II. Design for Network of Centers. Coordinate with the DSU(s) and report on:

- (A) The development and implementation of the design for a statewide network of CILs, with particular emphasis on --
 - (1) Under served and unserved areas;
 - (2) Priorities for establishment of new centers;
 - (3) Estimated resources needed to accomplish each step of the design.
- (B) How the needs and resources were determined, the numbers of individuals with significant disabilities estimated to be unserved or under served, and other data supported by surveys available in the State.

III. Monitoring and Evaluating the Implementation of the SPIL by SILC

- (A) Provide a summary of --
 - (1) The SILC's monitoring and evaluation activities related to implementation of the State plan for independent living.
 - (2) Findings and recommendations related to any problems or plans exceeded encountered in the implementation of the State plan for independent living.
 - (3) Council participation in any on-site compliance reviews of CILs or DSU(s).
 - (4) Involvement in development of corrective action plans addressing deficiencies of CILs, DSU(s), deriving from on-site or other reviews, etc.

The summary should include positive evaluation findings as well negative findings. Exemplary activities, particularly those the council considers worthy of replication, and incidences of substantial deviation from provisions in the State plan should be noted.

- (B) Describe activities and results related to evaluation of the effectiveness of the State plan for independent living in meeting the objectives established in the plan.

IV. Report on Consumer Satisfaction with Chapter 1 Services and Programs

Consistent with Section 16 of the approved SPIL, for the reporting year:

- (A) Provide a report on consumer satisfaction with Chapter 1 services and programs.

V. Composition of the SILC (Sec. 705(b) of the Act; 34 CFR 364.21(b))

(1)	State the total number of persons on the SILC.	
(2)	State the number of SILC members with disabilities, as defined in 34 CFR 364.4(b), and not employed by a State agency or a CIL.	
(3)	Is a representative of the DSU an ex-officio member of the SILC?	Y N
(4)	State the number of voting members on the SILC.	
(5)	State the number of different disability groups (physical, mental, cognitive, sensory, or multiple) represented by members of the SILC (up to five).	
(6)	Is a CIL director chosen by CIL directors within the State appointed to the SILC?	Y N
(7)	Does the SILC include representatives from other State agencies that provide services for individuals with disabilities?	Y N
(8)	Does the council have a voting membership that is knowledgeable about CILs and IL services?	Y N
(9)	Do Council members provide statewide representation?	Y N
(10)	Is the Council Chairperson elected from among the voting members of the Council by the voting members of the Council or the Governor, pursuant to section 705(b)(5) of the Act?	Y N
(11)	Is there one or more section 121 (formerly 130) project in the State?	Y N
(12)	If #11 is answered as "Y", does the Council include at least 1 representative of the directors of the section 121 projects?	Y N

4.2 Placement of the SILC (Sec. 705(a) of the Act; 34 CFR 364.21(a)(2))

The SILC is not established as an entity within any State agency, including the DSU, and is independent of the DSU and all other State agencies. Following is a brief description of the legal status and placement of the SILC:

ATTACHMENT I-D(b) - TRAINING AND TECHNICAL ASSISTANCE NEEDS
(Section 721(b)(3) of the Act; 34 CFR 366.13)

As the SILC reviews the performance of the entities and service providers involved in the implementation and administration of the State plan during the reporting year, and the needs of the SILC in carrying out its responsibilities in the next fiscal year, please identify and prioritize the SILC's training and technical assistance needs for the next fiscal year. In this attachment, the SILC may also identify training and technical assistance needs of CILs providing services in the State, resulting from the SILC's evaluation and monitoring activities. (721(b)(3) of the Act)

SUBPART IE: DSU(s) ACTIVITIES (704(M)(4)(D) of the Act; 34 CFR 364.22; 364.38)

ATTACHMENT I - E Please address the following, as appropriate:

I - Development of the SPIL and Provision of Administrative Support Services.

II - Evaluation(s) Conducted by DSU(s); to include:

- (A) Summarize results of evaluation activities conducted by the DSU(s) during the reporting year, including positive and negative findings; and,
- (B) Describe any evaluation activities jointly conducted with the SILC related to implementation of the Evaluation plan required by 704(n) of the Act.
- (C) Describe other collaborative efforts with the SILC and entities providing independent living services and conducting independent living programs in the state.

III - Monitoring; to include:

- (A) A summary of monitoring activities conducted by the DSU(s), (including involvement or coordination with the SILC) with findings of strengths, weaknesses, opportunities, and threats to the implementation of activities conducted under the SPIL.
- (B) ***In 723 States (only) -***
 - (1) Identify each CIL that was the subject of a on-site compliance review during the reporting year and provide information on the extent to which the CIL complied with the standards in 725. Where a particular CIL has exemplary and innovative practice that may be replicated by other CILs, RSA encourages the DSU to describe the practice. (723 (g) of the Act; 34 CFR 366.38)
 - (2) Provide a summary of periodic reviews, other than those in the preceding paragraph, i.e., on-site reviews conducted of 15% of the part C CILs compliance with the standards and assurances in 725.
 - (3) Provide a summary of any corrective action plans developed as a result of findings of non-compliance. (723(f) of the Act; 34 CFR 366.38)

- (4) Identify any CILs against which adverse action was initiated pursuant to 723(h) of the Act.

SUBPARTS IF: NARRATIVE - COMPARISON WITH PRIOR YEARS
(704(m)(4)(D), 705(c)(5) of the Act; 34 CFR 366.50(I)(7))

ATTACHMENT IF - Please provide the following:

- (A) Additional information, comments, or explanations of the reporting year data compared to the previous year;
- (B) Descriptions of the significant activities not accounted for elsewhere in the report, e.g., brief summaries of innovative activities or practices, not reported in previous years, which could be replicated and used by other States and CILs.
- (C) Descriptions of substantial problems or difficulties, types of resolution methods attempted, and the results of those attempts; and
- (D) A comparison of program accomplishments and goal achievements during this reporting year.

Report Submission Information

Mail two (2) copies of this report to your RSA Regional Office.

SIGNATURE OF STATE AGENCY OFFICIAL

DATE

NAME AND TITLE OF STATE AGENCY OFFICIAL

PHONE NUMBER

SIGNATURE OF STATE AGENCY OFFICIAL

DATE

NAME AND TITLE OF STATE AGENCY OFFICIAL

PHONE NUMBER

SIGNATURE OF SILC REPRESENTATIVE

DATE

NAME OF SILC REPRESENTATIVE

PHONE NUMBER